

SAMPLE MENTOR/PROTÉGÉ COVER LETTER

ABC Computers, Inc.

"Providing progress through computers!"

1000 Marsh Lane
Suite 100
Anytown, CA 0000
999/999-9999

Subj: Mentor/Protégé application

Mentor:	Business Name	DEF Computer Corporation	
	Address	1234 Sample Road Suite 598 Anytown, CA 00000	
	Telephone	(999) 123-4567	
	Fax	(999) 123-3456	
	Principal/title*	John T. Smith, President	
	E-mail Address	jsmith@defcc.aol	
	Business Type	Corporation	NAICS Code 541511
Protégé:	Business Name	ABC Computer, Inc.	
	Number of 8(a) contracts	0	
	Address	1000 Marsh Lane Suite 100 Anytown, CA 0000	
	Telephone	(999) 999-9999	
	Fax	(999) 999-8888	
	Principal/title*	James F. Brown, President	
	E-mail Address	jbrown@abcc.aol	
	Business Type	Corporation	NAICS Code 541511

Signatures, Principal/Title* and Date:

Mentor: _____

Protégé: _____

* Principal/Tile of the highest-ranking official of the concern

Supplemental Information

Mentor

DEF Computer Corporation (mentor) complies with all requirements stated in 13-CFR-124.520(b) *Mentors*.

The mentor is a (select one: “a graduated 8(a) concern”; “a transitional stage 8(a) Participant”; “an other type of small business”; or “a large business”).

Mentor demonstrates that it:

1. *Possesses favorable financial health, including profitability for at least the **last two years**, as evidenced by the attached Federal Tax Returns and CPA Financial Statements for the required time period. **See Exhibit A.***
2. *Possesses good character, as required in 13-CFR-124.108(a). Also, **provide two (2) professional Letters of Reference. See Exhibit B.***
3. *Does not appear on the federal list of debarred or suspended contractors, as evidenced by the attached **SBA Form 1623, Certification Regarding Debarment, Suspension, and Other Responsibility Matters. See Exhibit C.***
4. *Can impart value to a protégé firm due to lessons learned and practical experience gained because of the 8(a) BD program, or through its general knowledge of government contracting, as evidenced by the attached statement, entitled **Value To The Protégé. Also, provide business’ capability statement. See Exhibit D.***
5. Is not currently mentoring another 8(a) protégé.

Protégé

ABC Computer, Inc. (protégé) complies with all requirements stated in 13-CFR-124.520(c) *Protégés*

The protégé states that it:

1. Was approved for the 8(a) program on _____ (month/day/year) and is in year ____ of the Developmental Stage.
2. ____ Has never received an 8(a) contract; or ____ is half the size standard corresponding to its primary NAICS Code of _____.
3. Is an 8(a) Participant in good standing in the 8(a) BD program, as evidenced by the **attached most recent 8(a) Annual Update Approval Letter from SBA’s Santa Ana District Office. See Exhibit E.**
4. Is not currently a protégé to any mentor approved by SBA.
5. Has entered into a written agreement with the proposed mentor as required by 13-CFR-124.520(e) *Written Agreement*, as evidenced by the attached SBA Mentor/Protégé Agreement.